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SELF ASSESSMENT CHECKLIST FOR VOTING ASSISTANCE OFFICERS

ALL VAOs

1. Is the Voting Assistance Officer (VAO) of the appropriate rank/grade? Y/N
2. Is the VAO designated in writing? Y/N
3. Does the VAO have electronic or hard copies of:
  - a) the current Federal Voting Assistance Guide Y/N
  - b) SF-76, Federal Post Card Application? Y/N
  - c) SF-186, Federal Write-in Absentee Ballot? Y/N
4. Has the VAO registered current command information in the Voting Information Management System database? Y/N
5. Has the VAO completed VAO training? Y/N
6. Did the VAO develop comprehensive command-wide voting awareness, assistance, and activities? Y/N
7. Did the VAO ensure and track that all service members received at least one training period devoted to absentee registration and voting annually? Y/N
8. Is the VAO included on the Command Check-in sheet and Command Indoctrination? Y/N
8. Has the VAO ensured the command telephone directory includes the telephone numbers for VAOs?
9. Did the VAO ensure that there was adequate voting assistance access to the internet, fax, or toll-free phone for all service members, their families, and Department of Defense (DOD) employees? Y/N
10. If required, did the command establish a well-advertised and fixed location where absentee voting materials and assistance are available? Y/N
11. Is there a system in place to track the VAO's in-hand delivery of the SF-76 to all service members, their family members, and DOD employees? Y/N
12. Did the VAO have adequate time to perform their duties? Y/N

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Additional for Installation VAOs:

1. Did the Installation VAO ensure VAOs were assigned to all local and tenant commands and geographically separated units? Y/N

2. Did the Installation VAO ensure all unit VAOs were adequately trained? Y/N

Additional for Regional VAOs:

1. Did the Regional VAO ensure VAOs were assigned to all installations? Y/N

Additional for Echelon II VAOs:

1. Did the Echelon 2 VAO ensure that VAOs at subordinate commands have adequate levels of voting materials? Y/N

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## DEFINITIONS

1. Assistant Voting Assistance Officer (AVAO). A service member in any pay grade designated to assist the Unit or Installation Voting Officer in the discharge of voting duties.
2. Eligible Voter. A Uniformed Services voter is defined as active duty members of the Uniformed Services or Merchant Marines, including family members, who are absent from the place of residence where they are otherwise qualified to vote, or an "overseas voter" defined as an absent Uniformed Services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved, or persons who reside outside the United States and are qualified to vote in the last place in which they were domiciled before leaving the United States, or persons who reside outside the United States and (but for such residence) would be qualified to vote in the last place in which they were domiciled before leaving the United States.
3. Federal Office. The Office of the President and the Vice President; Presidential Elector; Member of U.S. Senate, Member of U.S. House of Representatives; Resident Commissioner from Commonwealth of Puerto Rico; or Delegate from American Samoa, District of Columbia, Guam, or the Virgin Islands.
4. Installation Voting Assistance Officer (IVAO). A uniformed service member or civilian O4/GS-12 or above responsible for voter communication of all units stationed within or attached to the installation.
5. Local Election. An election for candidates for a local office, such as municipal, county, township or village elections, or referendums of local interest.
6. Navy Voting Action Officer (NVPM). An individual assigned by the Senior Navy Voting Representative, GS-12 or above or a service member in pay grade O4/E8 or above who manages the NVAP.

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7. Senior Navy Voting Representative (SNVR). A uniformed officer of general or flag rank responsible for implementation and management of the NVAP.
8. Official Survey. A survey of citizens covered under reference (b) as required for report to the President and Congress.
9. Poll. Any request for information, which requires or implies the necessity of an answer, with the intent being to report or publish compiled results of the answers obtained.
10. State Election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as governor, lieutenant governor, attorney general, or State legislator, or on issues of Statewide interest.
11. Unit Voting Assistance Officer (UVAO). A service member in pay grade O2/E7/GS-7 or above responsible for the unit or command levels voting assistance program.
12. Voting Residence. The legal residence or domicile in which the voter is registered to vote.